

## Message from the Air Force Personnel Center Physician Education Branch Chief

Air Force HPSP and Educational Delay Applicants,

As you begin the application process for residency training, I want to congratulate you for your accomplishments and welcome you to the Medical Corps (MC) within the Air Force Medical Service (AFMS). The MC is one of five Corps within the AFMS with the other four being Dental (DC), Nurse (NC), Biomedical Services (BSC) and Medical Service (MSC). As members of the HPSP, you are Second Lieutenants in the MSC and Individual Ready Reserve (IRR) but will soon be Captains in the MC upon graduation from medical school! You are among the best and brightest medical students in our nation, and we are proud that you have chosen to serve in the Air Force. The Air Force Personnel Center (AFPC) stands ready to assist in any way we can to help you make the best decisions about your AF medical career.

Every year, the AF projects how many physicians in each specialty are required to meet the needs of the AFMS. This process, called “forecasting”, is completed each year by the Health Professions Education Requirements Board (HPERB). The number of physician training requirements forecasted for each specialty is posted on our web page. These are the positions that will be selected at this fall’s **2013** Joint Service Graduate Medical Educational Selection Board (JSGMESB). As is the case nationwide, some specialties are more competitive than others.

The attached application instructions are very complete. Please read them thoroughly prior to beginning your GME application. I would like to highlight a few issues regarding the application process.

- ❖ AFPC Physician Education **will not** have an extended call for applications beyond **13 Sept 13**. Please note that overnight express can take up to 3 days to reach AFPC Physician Education. **Please ensure you meet the deadlines for all application items to arrive to our office by 13 Sept 13.**
- ❖ **JSGMESB deadlines are firm.** Late applications (received by AFPC Physician Education after **13 Sept 13**) will be returned without action and will not meet the JSGMESB. Hand-written applications will also be returned without action.
- ❖ If you are selected for GME, you must meet all conditions prior to being released to GME. Those conditions include passing USMLE Step 2/COMLEX Level 2 (for medical students) and Step 3/Level 3 for interns, passing your AF Fitness Test, etc.
- ❖ For previous JSGMESB applicants, due to automation processes, AFPC Physician Education requires new copies of Dean’s letters, transcripts and USMLE/COMLEX scores. Even if you sent copies in previous years, applicants are responsible for obtaining a copy of these items and forwarding to us. Members are encouraged to maintain copies for their personal files for future use and any future GME applications.
- ❖ Applicants must apply to, and be selected by, the 2013 JSGMESB to enter a GME program. The training opportunities available at the JSGMESB are specific in terms of the number of training years, locations, and funding. Active duty service commitments (ADSC) will vary according to the type of funding (AD program, civilian sponsored or civilian deferred), type of training (e.g. master’s degree programs) and the existence of previously incurred educational ADSC. Applicants may not seek residency or fellowship training that contains an MPH curriculum as a program requirement unless they have been approved to seek an MPH degree.
- ❖ You must complete an interview (preferably in person) with one active duty (AD) AF Program Director in the specialty you are applying, regardless of whether you are applying for an AD, civilian sponsored, or civilian deferred GME program.
- ❖ AF Program Directors/Consultants may only review a copy of your Department of Defense (DoD) application and curriculum vitae (CV). They may not request additional materials such as photographs, essays or letters of recommendation.
- ❖ In addition to applying to the JSGMESB, it is mandatory that all HPSP and AFROTC Educational Delay medical students apply through their respective civilian matching programs. You should enter the National Residency Match Program (or osteopathic equivalent) Electronic Residency Application Service (ERAS) for residency training in your specialty of choice. In addition, you must enter the match for a post-graduate year-1 (PGY1) only year in Internal Medicine, General Surgery or a Transitional year with a start date of **1 July 2014**. If selected for training in an AD program by the JSGMESB, you must withdraw from the civilian match. The AF requires students to enter the civilian match to ensure they can train in a civilian institution if they are selected by the JSGMESB for training in civilian status. You will apply through ERAS at the same time you are submitting your JSGMESB application to this office. Do not delay applying through ERAS! Late applicants may have to pay late entrance fees and may have to scramble to find programs after the match is over with.
- ❖ Due to the competitive nature of the JSGMESB, even though you only request AD training on your JSGMESB application, you could still be selected for a civilian PGY1 internship in Internal Medicine, General Surgery or a Transitional year.
- ❖ When applying for civilian sponsored training and interviewing with civilian programs, you should provide a copy of the AFIT Training Agreement (TA), in advance, to the prospective civilian institution, to ensure they can agree to the terms and to prevent later delays in processing your GME assignment. Please direct any questions regarding the content of the TA to the AFIT POC listed on the first page of the agreement. The AFIT TA can be found on the AFPC Physician Education website.
- ❖ Civilian programs under the jurisdiction of LA County (LAC)/Univ of Southern California require a separate Training Affiliation contract, in addition to the AFIT TA. Please refer to page 6 Civilian Sponsored Training, paragraph c, for additional administrative guidance.
- ❖ You must adhere to AF weight standards. If you are overweight or over the AF body fat standard, this may impact your ability to compete for your specialty choice in residency training.

- ❖ All medical student applicants must rank order all AD training location preferences in the specialty to which they are applying since AD training sites are filled prior to approval of civilian deferments. This assures that your AD location preferences are available to JSGMESB panel members.
- ❖ If you are not selected for the specialty of your choice, you will be approved to enter a PGY-1 only internship in Internal Medicine, General Surgery or a Transitional year. You may re-apply to the **2014** JSGMESB for specialty training beginning in **2015** or you may serve an operational tour in Flight Medicine after completing your PGY1 year.
- ❖ You will receive an email checklist each time there is an administrative update or change with your application, such as new documents received. Review carefully for accuracy. Do not reply to the email checklists as they will be automatically deleted.
- ❖ If you received a COT deferment until after medical school graduation, contact Physician Education before **31 August 2013** so COT can be scheduled for you.
- ❖ All AFHPSP applicants must complete an active duty tour (ADT) at one of the AF's teaching facilities. The AD tour in a clinical internship/specialty enables you to meet the JSGMESB interview requirement. To meet this requirement, ensure you schedule an interview with the Program Director during your ADT. All interviews must be completed no later than **23 October 2013**. AF Program Directors may only review a copy of your DoD application and CV. They may not request additional materials such as photographs, board scores, essays, or letters of recommendation.
- ❖ All medical students must have a security clearance prior to entering residency training. Physician Education will contact you if you are required to initiate a security clearance.
- ❖ Physician Education will no longer accept individual copies of the USMLE Step 1 or Step 2 CK/CS test scores from the NBME or copies of the COMLEX Level 1 or 2 CE/PE test scores from the NBOME. You will be required to submit a copy or original of your official transcript from the NBME or NBOME showing all Step/Level 1 and 2 current test dates and scores.
- ❖ GME selection for categorical residency training is contingent upon successful completion of USMLE or COMLEX Step/Level 1 and 2 tests and successful completion of all medical school requirements. Your GME offer is valid until your official anticipated medical school graduation date. GME offers may be withdrawn for students requiring extensions in medical school graduation date.
- ❖ Ensure your mailing address is current as we will be mailing your **2013** JSGME selection letters to you no later than 31 January **2014**.
- ❖ Please read the application thoroughly as all instructions are within the application. If after searching the application, you have additional question, please contact AFPC for assistance. Again, please review the application first before contacting AFPC.
- ❖ If you are selected for AD GME training, reporting prior to your authorized departure date on your AD orders is not authorized.
- ❖ When you receive your annual Reserve Component Risk Assessment (RCHRA) from AFIT be sure to list all medical conditions, otherwise this could delay your medical clearance that is required prior to the start of your GME training.
- ❖ The last day for requests for training location changes is **25 Oct 2013**. All changes must be submitted in writing and on the second page of the DoD application for GME (DPANE Form 4117), 2<sup>nd</sup> Choice form or the PGY1 Only form, as applicable. No changes will be made by telephone or email. Change requests must be received by Physician Education no later than **25 Oct 2013**.

These remarks are meant to highlight some key points. There is additional detailed information in the instructions accompanying the application forms. For the first time this year, we have teamed with the AFPC Total Force Service Center to provide 24/7 assistance via their telephone line. You may contact them at 800-525-0102 for application assistance. For additional assistance, you may contact my staff at DSN 665-2638, 210-565-2638 or 800-531-5800. The AFPC TFSC and my five Program Managers stand ready to assist you with your application. I wish you the best with your application and your future GME training endeavors!

*Michael S. Tankersley, MD*

MICHAEL S. TANKERSLEY, MD, FAAAAI, FACAAI, FAAP  
Colonel, USAF, MC  
Chief, Physician Education Branch

**United States Air Force**  
**2013 Joint Service Graduate Medical Education Selection Board Application**  
<http://www.afms.af.mil/physicianeducationbranch/index.asp>

Mailing Address:  
 Physician Education  
 HQ AFPC/DPANE  
 550 C Street West Suite 27  
 JBSA-Randolph, TX 78150-4727

Program Manager contact information:  
 DSN 665-2638  
 Commercial 210-565-2638  
 Toll free 800-531-5800  
 Fax: 210-565-2830  
 Email: [afpc.dpame@us.af.mil](mailto:afpc.dpame@us.af.mil)

**24/7 Application Support AFPC Total**  
**Force Service Center: 800-525-0102**

**Summary of the 2013 JSGMESB Timelines**

**Deadline to Physician Education**

<p>2013 JSGMESB Application:</p> <p><b>Items must be mailed (hardcopy) in the same package with the items placed in the below order. <b>DO NOT MAIL DOCUMENTS SEPARATELY!</b></b></p> <ol style="list-style-type: none"> <li><b>DoD two-page application for GME (DPANE Form 4117)</b>          You must also send the 2-page DoD Application and CV to all AF Program Directors (or Consultant if no AF program exists) in the specialty you are applying.</li> <li><b>Curriculum vitae (CV)</b></li> <li><b>Two personal letters of recommendation</b> One letter must be from a civilian or military physician in the department of your first choice of residency</li> <li><b>Personal essay</b></li> <li><b>Second choice form</b></li> <li><b>Weight statement</b> (Please ensure statement is <u>signed</u> and <u>dated</u> by a certifying official)</li> <li><b>Statement of understanding</b></li> <li><b>Education summary</b></li> <li><b>PG1 only</b></li> <li><b>Race ethnic voluntary disclosure</b></li> </ol>	<p><b>13 September 2013</b></p> <p><b>Note: once Physician Education receives your application package, you will receive an automated email acknowledging receipt of your documents. Do not contact Physician Education unless you have not received an email within 2 weeks of mailing your package.</b></p>
<p><b>Last day for requests for training <u>location</u> changes</b>          Applicants may request a change to training <u>location</u> (<b>not specialty</b>) preferences.          -All changes must be submitted in writing and on the second page of the DoD application for GME (DPANE Form 4117)          -No changes will be made by telephone or email</p>	<p><b>25 October 2013</b></p>
<ol style="list-style-type: none"> <li><b>USMLE/COMLEX Steps/Levels 1 and 2</b> (copy or original official board transcript)          You must submit all board test scores to include failed scores. If you are retaking the Step/Level 1 or 2 you must send Physician Education your retake test date.</li> <li><b>Program Director/Consultant interview sheets</b></li> </ol>	<p><b>25 October 2013</b></p>
<ol style="list-style-type: none"> <li><b>Medical student performance evaluation (MSPE)</b> – formerly known as Dean’s Letter          It is the medical student’s responsibility to ensure the MSPE is received by Physician Education.</li> <li><b>Medical school transcript</b></li> </ol>	<p><b>8 November 2013</b></p>
<p><b>JSGMESB selection results released via email</b></p>	<p><b>18 December 2013</b></p>
<p><b>Written notice to all applicants</b></p>	<p><b>NLT 31 January 2014</b></p>

## JSGMESB Checklist for Success

This checklist outlines all documentation required to complete the JSGMESB application. Please review the JSGMESB Overview and Application Guidance sections for detailed explanations/instructions on each requirement. Items **MUST** be typed and mailed (**fax/email not accepted**).

**The following documents are due 13 September 2013 and must arrive in ONE package following the sequence/order listed below (incomplete packages will be returned without action):**

1. \_\_\_\_\_ DoD two-page application for GME (DPANE Form 4117)
2. \_\_\_\_\_ CV
3. \_\_\_\_\_ Two personal letters of recommendation (One letter must be from a civilian or military physician in the department of your first choice of residency)
4. \_\_\_\_\_ Personal essay
5. \_\_\_\_\_ Second choice form
6. \_\_\_\_\_ Weight statement (Please ensure statement is signed and dated by a certifying official)
7. \_\_\_\_\_ Statement of understanding
8. \_\_\_\_\_ Education Summary
9. \_\_\_\_\_ PGY1 only
10. \_\_\_\_\_ Race/ethnic voluntary disclosure

**The following documents are due to Physician Education NLT 25 Oct 2013:**

- \_\_\_\_\_ USMLE/COMLEX Steps/Levels 1 and 2 (copy or original board transcript)
- \_\_\_\_\_ Program Director/Consultant interview sheet (complete your interview by **23 Oct 2013**; PDs/Consultants will forward the interview sheet directly to Physician Education)

**The following documents are due to Physician Education NLT 8 Nov 2013:**

- \_\_\_\_\_ Medical student performance evaluation (MSPE, formerly known as Dean's letter)
- \_\_\_\_\_ Official copy of medical school transcript

## Section 1: JSGMESB Overview

### HPSP Graduate Medical Education (GME) Application

*Please read all instructions prior to completing any part of the application package. Compliance with these instructions will expedite the processing of the application and afford the opportunity for GME selection.*

#### Training Opportunities

The Health Professions Education Requirements Board (HPERB) convened **21 May 2013** and identified GME training opportunities based on AF requirements. Only apply for training in specialties that have training requirements identified. If a desired specialty is not listed in the HPERB results, do not submit a GME application for that specialty. If an application is received for a specialty not identified in the HPERB results, the application will be returned for correction.

An applicant may not enter GME (this includes extended training such as RESEARCH) unless he/she has applied to and has been approved for training by the JSGMESB. The results of the HPERB indicate a specific start year for training. Some training is approved two years in advance. Please pay particular attention to the specific start dates identified by the HPERB.

Applicants applying for HPERB-approved civilian training must request training in specialties reviewed and approved by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA). Applicants are encouraged to review the American Medical Association's FREIDA Online and information published by the AOA for Osteopathic Training Programs. Applicants may only apply for dual programs (e.g. Med/Peds) approved by the HPERB. A copy of the HPERB results is posted at <http://www.afms.af.mil/physicianeducationbranch/index.asp>.

It is mandatory that all applicants enter the National Residency Match Program or its osteopathic equivalent. If selected for a military GME program, applicants must withdraw from the match. The JSGMESB release date is **18 December 2013**.

Applicants must understand that if selected for training, the training will begin and end at the same training institution. Requests to divide training between two or more facilities (whether it is a request to PCS or the member's offer to pay for moving expense) will NOT be approved.

Applicants must rank ALL active duty (AD) GME programs in which the HPERB has authorized training for the respective specialty in which applying (e.g. Internal Medicine applicants MUST rank SAUSHEC, Wright-Patterson/Wright State, Keesler and David Grant/UC Davis on page two of the DoD application for GME).

AFHPSP students and ROTC ED-Delay status individuals are required by contract to submit a GME application to the JSGMESB. If you are an HPSP or AFROTC Educational Delay student and you fail to submit an application it may result in your benefits being suspended. Failure to submit an application may result in the consideration for a PGY1 only year.

#### Active Duty Military Training

Per US Code, Title 10, the postgraduate year-1 (PGY1) year in an AD program does not incur an active duty service commitment (ADSC). However, applicants are reminded that individuals selected for AD military programs incur an ADSC for the length of training, year-for-year, to be served concurrently (i.e. at the same time) with the remaining HPSP, ROTC or USAF Academy commitment. In some instances where the ADSC for the residency program is longer than the existing ADSC from HPSP, ROTC or USAF Academy, applicants

will incur the extra obligation (e.g. 4-year HPSP student with a 4 year ADSC who is selected for a 6-year cardiothoracic surgery residency with a 5 year ADSC).

### **Deferred (Non-sponsored, Unfunded) Training**

AF training requirements may exceed the availability of sponsorship. For certain specialties, an option may be available to request training in deferred civilian status. Applicants applying to civilian training programs do not need an acceptance letter prior to the JSGMESB. Individuals may choose to speak with civilian Program Directors prior to the JSGMESB but must make it clear to each Program Director that acceptance of any training offer is contingent upon official written notification by the Air Force following the JSGMESB. Applicants negotiating with their current Program Director or other programs that have a tentative offer in writing may submit a “Good Faith” letter for inclusion with their application. This letter does not guarantee selection but shows the JSGMESB that should you be selected, you have secured a program. Civilian programs are limited to the continental United States.

### **Applicants requesting deferred training should carefully consider the following factors when deciding to accept a JSGMESB offer for training in a non-sponsored, unfunded status:**

- a. If an offer of deferment for training is made, the applicant must understand that he/she will remain in the non-participating Individual Ready Reserve (IRR) to enter training. Members are considered in a leave of absence status during training with a remaining obligation to the AF for any previous costs expended (e.g. ROTC, USAF Academy or HPSP). If you are selected for a civilian deferment, you receive a salary from the training institution.
- b. Applicants selected for deferred training must fund their move if the training is located somewhere different from their current training location.
- c. Upon completion of deferred training applicants will enter AD in the specialty in which they trained under the deferment program. Upon entry, they will begin fulfilling any remaining medical education/training ADSC incurred prior to separation.
- d. ***Important: Applicants listing deferred training as their first choice when there are AD locations available at the JSGMESB must indicate their reasons for doing so. If extenuating circumstances exist, you must provide source documentation (e.g. an ill parent, family member, etc).***
- e. Applicants **cannot moonlight as an obligated officer while in deferred status.** Members and their Program Directors will be required to annually sign a statement to this effect. See section on moonlighting.
- f. Time spent in deferred status does not count toward time in service for retirement.
- g. Applicants selected for deferred training starting in **2014** must provide an original letter of acceptance for that program by **11 April 2014**. Do not submit a letter of acceptance from more than one training facility. Letters of acceptance must be from the Program Director indicating the training specialty as well as the start and graduation date of training. If Physician Education does not have a letter of acceptance by **11 April 2014**, the offer to enter training may be withdrawn.

### **Civilian Sponsorship Training**

- a. Applicants selected for civilian sponsored training will enter AD, be assigned under the command of the Air Force Institute of Technology (AFIT), entitled to AD benefits, and paid an AF salary. As such, time spent in civilian sponsored status will count toward time in service, time in grade, and promotion just as if the member was at a military facility. AD physicians are prohibited from receiving a salary, stipend, or other monetary



benefits from the civilian institution for his/her services as a resident or fellow. DoD and AF instructions prohibit off-duty employment/moonlighting while in GME training regardless of the civilian institution's policy.

b. Applicants applying to ACGME or AOA accredited civilian training programs prior to the JSGMESB do not need an acceptance letter as a part of their application. Individuals may negotiate with Program Directors prior to the JSGMESB but must make it clear to each Program Director that acceptance of any training offer is contingent upon official written notification by the AF following the JSGMESB. Applicants may seek programs in ACGME or AOA accredited civilian programs in the continental United States only. Final AF approval is contingent upon approval of the specific civilian training program including length and location of rotations away from the parent institution.

c. Applicants should provide a copy of the AFIT Training Agreement (TA), in advance, to the prospective civilian institution, to ensure they can agree to the terms and to prevent later delays in processing the assignment. Please direct any questions regarding the content of the TA to the AFIT POC listed on the first page of the agreement. If the applicant is selected to enter civilian sponsored training, the TA will need to be signed/executed between the AF and civilian institution. No TAs should be signed/executed prior to selection by the JSGMESB. The AFIT TA can be found on Physician Education website:

<http://www.afms.af.mil/physicianeducationbranch/index.asp> **NOTE:** Programs under jurisdiction of LA County (LAC)/U of Southern Cal require a separate Training Affiliation contract (not the standard AFIT TA). This is a LAC requirement and is initiated by LAC. Legal coordination of this agreement can typically take weeks or months. Because of LAC's requirement, you will not be released for assignment until final disposition of this agreement is made. If you intend to apply to LAC programs, please keep in mind the timeframe in obtaining a signed LAC contract. Also, to avoid delays in assignment processing, ensure the appropriate individual has legal authority to sign contractual agreements. Often times, the Program Director may not have this legal authority.

d. Applicants selected for civilian sponsorship training starting in **2014** must provide an original letter of acceptance for that program by **11 April 2014**. Do not submit a letter of acceptance from more than one training facility. Letters of acceptance must be from the Program Director indicating the training specialty as well as the start and graduation date of training. Additionally, sponsorship TAs will also be due by **11 April 2014**. The TA will be provided by Physician Education to the applicant to send to the training facility. If Physician Education does not have a letter of acceptance and sponsorship training agreement by **11 April 2014**, the offer to enter training may be withdrawn.

e. Applicants who have been offered and have accepted civilian sponsorship are encouraged to seek positions in programs which have affiliations with Veterans Administrations facilities.

f. Per AFI 36-2107, Table 1, civilian sponsored training (residency/fellowship) incurs a consecutive ADSC (i.e. served after a previous ADSC has been fulfilled rather than being served at the same time as a previous ADSC) for each year of training. Three years sponsorship incurs three years of ADSC and so forth. This civilian sponsored residency ADSC is consecutive to the longest medical education/training ADSC the member has preexisting. In other words, you will begin fulfilling it AFTER your longest ADSC for medical education/training. Contrary to civilian sponsored training, residency training in an AD facility (AF, Navy, Army) incurs a year for year concurrent ADSC. As a reminder, no medical education/training service commitment may be fulfilled during GME training status. For future reference, AD fellowship ADSCs are consecutive to any remaining GME ADSC one has (e.g. residency ADSC.)

g. In some instances, a civilian program may offer you a "good faith letter" indicating that the program is willing to accept you if selected by the JSGMESB. This letter does not guarantee selection by the JSGMESB

but does show you have an accepting program. You may submit the “good faith letter” to Physician Education to include in application.

### **Training in an Army or Navy Program**

Training in an Army or Navy program requires funding from the AF. If the **2013** HPERB approved an Army or Navy facility as a training location, an applicant is able to request consideration for placement at that facility on page two of the JSGMESB application. If a specialty is soliciting civilian sponsorship as a training location and there is availability at an Army or Navy program, the applicant may request consideration for an Army or Navy program. However, the Army or Navy must be offering training in that specialty for the same year as approved by their HPERB-equivalent process. In situations where the HPERB did not approve an Army or Navy facility but did offer civilian sponsorship, it is the applicant’s responsibility to contact the respective Army or Navy Program Director to determine training availability and program capacity. If the HPERB did not approve placement in an Army or Navy program and if civilian sponsorship is not available to convert to an Army or Navy facility, then the applicant should not rank Army or Navy programs.

Again, applicants must rank **all** AD AF GME programs in which the HPERB has authorized training for the respective specialty in which applying (e.g. Internal Medicine applicants MUST rank SAUSHEC, Wright-Patterson/Wright State, Keesler and David Grant/UC Davis on page two of the DoD application for GME).

### **Off-duty Employment/Moonlighting**

In accordance with the DoD Policy and AFI 44-102, 1.9.4, applicants are not authorized to moonlight during GME training. Obligated AF officers are required to comply with all DoD and AF regulations. In some instances these requirements vary from non-obligated AF peers. Physician Education has the authority to remove you from training in the event a member engages in off-duty employment/moonlighting during GME.

### **Entering the Civilian Match**

**You are required to submit an application through both ERAS and the JSGMESB.**

In addition to applying to the JSGMESB, it is mandatory that all HPSP and AFROTC Educational Delay medical students apply through their respective civilian matching programs. You should enter the National Residency Match Program (or osteopathic equivalent) ERAS for residency training in your specialty of choice. In addition, you must enter the match for a PGY1 only year in Internal Medicine, General Surgery or a Transitional year with a start date of **1 July 2014**. If selected for training in an AD program by the JSGMESB, you must withdraw from the civilian match. The AF requires students to enter the civilian match to ensure they can train in a civilian institution if they are selected by the JSGMESB for training in civilian status. You will apply through ERAS at the same time you are submitting your JSGMESB application to this office. Do not delay applying through ERAS! Late applicants may have to pay late entrance fees and may have to scramble to find programs after the match is over with. Due to the competitive nature of the JSGMESB, even though you only request AD training on your JSGMESB application, you could still be selected for a civilian PGY1 internship in Internal Medicine, General Surgery or a Transitional year.

### **Active Duty Service Commitments (ADSC)**

ADSC is governed by US Code, Title 10 and AFI 36-2107 and varies depending on the length of sponsorship. An ADSC cannot be fulfilled while in GME training and is calculated based on completion dates.

Individuals selected for AD programs incur a year for year ADSC after the initial internship year. The initial internship year is ADSC neutral. This GME ADSC is served concurrent (i.e. at the same time) with the ADSC for HPSP, ROTC, USAFA or prior AD ADSC. In situations where the ADSC incurred for GME is longer than a previous ADSC, applicants will incur the longer ADSC. Example: Students who have a 3-year HPSP scholarship and are selected for a 5-year general surgery program. As the initial internship year is ADSC neutral, the PGY2-5 training will incur a 4-year ADSC. After completion of the surgery program, the student



will serve the two ADSC concurrently with the 4-year ADSC for GME being the longer of the two. Thus, the member would have 4 years of AD service, rather than 3 years, before completion of all their ADSC.

Similar to AD programs, civilian sponsored GME programs incur a year for year ADSC though the initial internship year is not ADSC neutral. In addition, a civilian sponsored ADSC is served consecutive (i.e. in addition to the previous ADSC). No ADSC is incurred during deferred GME training. See the table below for GME residency examples.

#### Training Length Completion Dates

Type of training:	Deferred	Military Program	Civilian Sponsored**
Length of program:	(5 years)	(5 years)	(5 years)
Graduation date:	30 June 2019	30 June 2019	30 June 2019

Previous ADSC	Completion of ADSC	Completion of ADSC	Completion of ADSC
USAFA + HPSP (4 yr) 9 year ADSC	30 June 2028	30 June 2028	30 June 2033
ROTC + HPSP (4 yr) 8 year ADSC	30 June 2027	30 June 2027	30 June 2032
HPSP (4 yr) 4 year ADSC	30 June 2023	30 June 2023	30 June 2028
HPSP (2 or 3 yr) 3 year ADSC	30 June 2022	30 June 2023*	30 June 2027

Notes:

\*Military GME incurs a longer ADSC than the previous ADSC though GME ADSC served concurrent to a previous ADSC

\*\*Civilian sponsored GME residency training incurs an ADSC served consecutive to a previous ADSC

1. If incurring a longer ADSC is a consideration factor for you, **DO NOT** rank programs that will result in extending your current ADSC date.
2. Ranking programs indicates you are willing to incur a longer ADSC as indicated above for the asterisked scenarios.
3. You will be required to enter training if you rank and are selected for training programs approved by the JSGMESB.

#### **Active Duty Tour (ADT)**

All HPSP applicants must complete an ADT in the specialty of their first choice of residency training. This enables you to meet the JSGMESB interview requirement provided you interview with the Program Director during the ADT. If you change your specialty choice after your ADT you will need to complete an interview (preferably in person) with one AD AF Program Director in your new specialty choice no later than **23 October 2013**. Applicants applying to Neurosurgery or Radiation Oncology must interview with the AF Consultant as there is no AF AD program. For more information on the interview requirement please see the section below entitled Program Director/Consultant Interview Sheets.

Please make sure you schedule your ADT with AFIT by contacting Ms. Kelly Adams at 800-543-3490, extension 3034. We suggest you schedule this as soon as possible before the ADT training vacancies are filled. Educational delay students will not be penalized for not completing an ADT by the JSGME board.

If you have not completed Commissioned Officer Training (COT) and are utilizing an ADT to complete this training and have no remaining ADTs then at a minimum you must complete a telephonic interview with the Program Directors in your first and second ranked training location preferences.

#### **Statement of Understanding**

If selected by the **2013** JSGMESB, physicians will be required to work in a clinical capacity (in the specialty in which they trained) for at least two years after GME completion unless the AF/SG waives this requirement due to the needs of the AF mission.

**“How Many Applications?” Question**

Quite often Physician Education will receive the question “how many applicants, in my specific specialty, will be meeting this JSGMESB?” Physician Education does not release this information to applicants since the number is arbitrary in nature, and does not give a true sense of the applicant pool, number of waivers, eligibility, qualifications, quality of applications, etc. From an administrative standpoint, you are highly encouraged to make your application complete to ensure it is as competitive as possible. Also, make certain you meet all the administrative requirements as outlined in these application instructions and GME checklist.

## Section 2: **2013** JSGMESB Application Instructions

### Required Elements for the HPSP GME Application

*Please read all instructions before completing any part of the application. Applicants must comply with all requirements if they wish to be considered for GME selection.*

All elements of the GME application must be typed, single sided (**no front/back documents**) on plain bond paper (do not use cardstock). Do not staple documents together. No handwritten documents will be accepted by the JSGMESB. The documents with the **13 September 2013** deadline must be sent as a single, complete package in the order listed-do not piecemeal these documents. Mail the following documents to:

**Physician Education  
HQ AFPC/DPANE  
550 C Street West Suite 27  
JBSA-Randolph, Texas 78150-4727**

#### **General information**

- a. If an applicant attended any previous training under a different name, please include the name in parenthesis on the DoD application form and the Curriculum Vitae.
- b. Submitted application materials are for JSGMESB and Physician Education use only. These items are considered board sequestered and copies will not be furnished to the applicant or any third party requestor. Please plan accordingly if/when applying to or accepting offers from civilian institutions that requires a separate application process. Applicants are reminded they should keep a copy of their application package. Physician Education will not provide applicants, interviewers or other agencies a copy.
- c. Please ensure the original, signed application is received by Physician Education on or before **13 September 2013**. **Please do not delay in sending an application as late applications will be returned without action.** Please be advised that overnight Federal Express may not guarantee that documents will arrive in 24 hours, as it will be delivered up to two places prior to being received by Physician Education.
- d. **Faxed, emailed or hand-written DoD Applications/supporting documents for the JSGMESB will not be accepted. Applications and ALL supporting documents must be mailed with an original signature. There is no exception to this policy so, again, do not email any application item. Additionally, applications received after the deadline will not be accepted.**
- e. The required application documents not received at Physician Education by **13 September 2013** will not be considered by the JSGMESB.
- f. Please print application and supporting documents on plain, single sided, white bond paper. Do not print the documents on front/back. Forms must be placed in specific areas in the application file and the front/back feature will not allow for separating the documents.
- g. This is a triservice GME selection board; all forms are standardized. When downloading from your email or the Physician Education website, do not change, alter, or deviate from the original format including the CV. Please refer to the **2013** JSGMESB application instructions which state, "Download and complete the application on your personal computer. Print the completed application and return the original, **signed** copy to Physician Education". Do not change the format of any forms or try to submit this application electronically or via email. Compliance with these instructions will expedite the processing of your application and afford the

applicant the opportunity for selection for GME. All GME documents must be typed.

### Contact Information

Applicants should notify Physician Education of any changes in contact information to ensure timely receipt of documents and application statuses. In order to expedite notifications and delivery, Physician Education sends electronic checklists to applicants regarding application status. The applicant is encouraged to include business and personal email addresses with the application to ensure timely receipt of notifications.

### DoD Two-Page Application for GME (DPANE Form 4117)

- a. The applicant will receive an automated email checklist each time there is an administration change to the application (i.e., documents received, etc) by Physician Education. Do not contact our office unless you have not received an automated email acknowledging receipt of your application package within two weeks of mailing it.
- b. The DoD application and supporting documents must be typed and printed on one side only on plain white bond paper. Hand-written application will be returned without action.
- c. The two-page DoD Application for GME (DPANE Form 4117) has been converted to a Word document and is only located in this application instruction manual (in Section 3). It cannot be found on any other website. This form is being used by ALL participating services – Air Force, Army and Navy. **It must be printed on two separate pages only! If the application prints on three pages, take some information from the application (additional residency training) and transfer that information to your CV. The application must only be two pages when completed.**
- d. HPSP applicants will complete items 1-15, 18, 21 and 23-24. Most items are self-explanatory. The following helpful hints are provided when completing your DoD Application for GME (DPANE Form 4117):
  - You must include at least one valid email address in Block 10 and **no more than three**. All correspondence will be sent directly to all addresses listed.
  - Block 12 – You may list only one specialty choice. The second choice form must be completed if you wish to be considered for a second specialty.
  - If your GPA or school ranking is unknown, indicate UNK. The panel reviews Dean's Letters/transcripts for awarding points.
  - Block 18 – Your application must contain copies of USMLE or COMLEX Steps/Levels 1 and 2. These scores are due no later than **25 Oct 2013**.
  - Block 23 – Applicants must rank ALL AD GME programs in which the HPERB has authorized training for the respective specialty in which you are applying. Please see additional notes below regarding Block 23.
- e. Block 23: Applicants are able to list training location preferences (**up to 6 choices only**). In order to be considered for a particular HPERB approved training location, the applicants must indicate their preference(s) in Block 23. You are required to rank order all AD training locations, if offered (e.g. Internal Medicine applicants **MUST** rank SAUSHEC, Wright-Patterson/Wright State, Keesler and David Grant/UC Davis on page two of the DoD application for GME). Applicants are reminded that AF programs have priority and are filled before offering civilian sponsorship or deferment. Despite an applicant's preference for civilian training, the AF may require that they train in an AF program. **Do not choose locations that are not approved by the HPERB even if they may be available with the Army or Navy.** Exception: see above section titled, **"Training in an Army or Navy Program"**.
- f. Block 23: Note the difference between applying for Civilian Sponsored and Civilian Deferred status:

1. Civilian Sponsored: If selected, you are on paid AD status while training in a civilian facility to which you have applied and been accepted. While sponsored, you will incur an additional ADSC which will be consecutive with any previously existing ADSCs. Your time in training does count towards retirement and for pay purposes, but you may not accept any salary from the training institution.
  2. Civilian Deferred: Deferment in a civilian facility. While in deferred training, you will not incur any additional ADSC nor pay off any of your current ADSC. Your time in the program does not count towards retirement or for pay purposes. You receive your salary from your training institution.
- g. Personal photos are not authorized with the GME application and will be discarded.

### Curriculum Vitae (CV)

The applicant is required to follow the GME format exactly. This application is meeting a triservice board and must be standardized. Please do not modify (i.e. change fonts/pitch, remove dividing lines, re-arrange sections, etc.) or your CV will be returned for corrections. **DO NOT DELETE ANY SECTIONS**, to include Spouse section (regardless of marital status). If a section does not apply, simply annotate “N/A”. The CV located in Section 3. You may, however, create more space within a specific block if need be (e.g. adding lines for more military assignments).

### Two Personal Letters of Recommendation

Letters must be original with original signature written and dated within 6 months of the application and limited to one page (to include signature block). One letter must be from a civilian or military physician in the department of your first choice of residency. If you are applying for a PGY-1 only, the Chair letter may be from any department. Letters from previous applications will not be used. Carefully consider who will submit a letter of recommendation. If the applicant submits more than two letters, the extra letter(s) will be automatically discarded. Do not request more than two individuals to write letters and later request to “switch out” letters. Both letters of recommendation must be included in the JSGMESB application package and should not be received under separate cover. Thus, you will need to request the letters be sent to you so that you can include in your JSGMESB package.

The author of the personal letter of recommendation must NOT be in any of these roles:

1. Person who is interviewing you for the specialty in which you are applying
2. Program Director or Associate Program Director of the program in which you are applying
3. Sitting AF Consultant of the specialty you are applying
4. Any member of the JSGMESB Management Level Review or Board President’s panel

If a personal letter of recommendation is received in your application package by any of the above individuals, it will not be accepted. There is no standard format for the personal letter of recommendation. The author may address the letter to the JSGME Selection Board.

### Personal Essay

Required from all applicants and must be no more than 1 page (**double spaced, Times New Roman, 10 or 12 font size, and 1 inch margins**). Ensure your name is included on the essay. The essay must be current. Physician Education cannot use essays submitted with previous JSGMESB applications. The board is greatly influenced by this essay. Using a four paragraph concept, outline personal/professional plans and goals, why you want to train in a particular specialty, and what strengths you bring to that specialty. If you have any extenuating circumstances for the JSGMESB to consider, communicate these in your last paragraph. Examples of extenuating circumstances include, but are not limited to, marriage to a member of the AF or another service; a spouse in a training program not affiliated with the AF (a statement from your spouse’s training program is required to substantiate their presence in the program); a parent with a terminal illness (medical documentation



is required from the treating physician with the diagnosis and prognosis); and a family member enrolled in the EFMP/Special Needs program (documentation from the EFMP office required). You should also mention these circumstances during your program interviews. Your personal essay is an opportunity to communicate with the JSGMESB—please use this to your advantage! ***Important: If you are listing deferred (unfunded) training as your first choice, when there are AD locations authorized by the HPERB, you must indicate your reasons for having deferred as your first choice. If there are extenuating circumstances, you must provide source documentation as mentioned above in the examples.***

## Second Choice Form

This form must be filled out by all applicants and requires the applicant's signature. Second choice refers to specialty choice only (e.g. your first choice is ophthalmology but, if not selected, your second choice is general surgery). The second choice start date and training preferences are indicated on the second choice form. If you list a second choice for specialty, please ensure you also fill out items 3-5 on the second choice form. If you do not have a second choice for a specialty, just check item 1 on the form ("I do NOT have a second choice...") and print/sign your name at the bottom of the form. Completion is mandatory.

## Weight Statement

All applicants must be weighed between the dates of **1 July-6 September 2013** and not before. If you exceed AF standards due to a medical condition, you must include an explanation on the form (i.e., pregnancy due to deliver month-year). If you exceed the AF weight standard, you must include your body fat percentage or measurements so that body fat percentage can be determined on the bottom of the form in the space allotted. The statement must be signed and dated by ROTC unit personnel, AD medical facility staff, or health services personnel at your medical school. Please refer to the following website for the Air Force weight and body fat standards so that you can determine whether a body fat percentage is required:  
<http://usmilitary.about.com/od/airforcejoin/a/afmaxweight.htm>

## Statement of Understanding

Read, sign, and date this page. Signature is mandatory

## Education Summary

Data requested is supplementary information to that of the DoD Application Form. It is self-explanatory. Additional instructions are on the form. Ensure you complete this entire document. If you do not know your security clearance, then leave this area blank as Physician Education will complete it for you. List all ADTs you have completed at the bottom of this document.

## PGY1 Only Form

Applicants not selected for either their first or second choice for categorical residency training will be required to complete a PGY1 in either internal medicine, general surgery or a transitional year. Applicants must indicate to the JSGMESB if they wish to be considered for a PGY1 AD program or not. Applicants are not required to rank all three PGY1 specialties for AD programs but should only numerically rank the programs they are interested. When making a selection of Internal Medicine, General Surgery or Transitional, do not forget you must rank order all the location preferences below each PGY1 program. Applicants who do not wish to be considered for a PGY1 at an AD location, indicate this in item one, and, unless applying for a pre-select specialty, sign and date the page.

Individuals applying for a pre-selected position at an AD location must indicate which PGY1 program they would like to do. Please rank your preferences. Examples of pre-selected specialties where the applicant has a choice of which PGY1 program they would like to do are Anesthesiology, Radiology and Ophthalmology. Individuals pre-selected for training will be given a PGY1 at the same location as the specialty training.

## Race/Ethnic Voluntary Disclosure Statement

This form is required to be submitted to Physician Education; however disclosure is voluntary. The information on this form is used for statistical analysis only.

## USMLE/COMLEX Scores

Physician Education will not accept individual copies of the Step/Level 1 or 2 test scores. You are required to submit a copy or original complete official transcript from the NBME or NBOME showing all current test dates and scores. You must take the Step/Level 2 no later than **6 September** and submit the original complete NBME or NBOME transcript to Physician Education no later than **25 October 2013**. Keep in mind that it may take up to 6 weeks to receive results. **If students fail either step of the exam, they must submit the official NBME or NBOME transcript with the failed test score and provide the date they are scheduled to retest.** **Note:** See [www.usmle.org](http://www.usmle.org) or [www.nbome.org](http://www.nbome.org) for current examination schedules and fees. A GME offer from the JSGMESB is valid until you graduate from medical school. If you are unable to pass Step/Level 2 by graduation you will be approved for a deferred PGY1 year only or be placed on an academic leave of absence.

**Note:** Selection for a full length residency is contingent upon passing Steps/Levels 1 and 2.

## Program Director/Consultant Interview Sheets

a. This form is not included with this package. It has already been forwarded to AF Program Directors/Consultants. The intent of the interview sheet is for Program Directors to assess the applicant's qualifications for selection in the requested specialty. Completion of this form is mandatory for all JSGMESB applicants. **Lack of an interview will likely result in non-selection of the specialty regardless of the applicant pool.** Applicants are required to schedule a personal or telephonic interview with the Program Director at the applicant's first AD training location choice. In cases where an applicant is applying for an HPERB approved specialty for which there is no AF Program (Neurosurgery and Radiation Oncology), the applicant will be required to interview with the AF specialty consultant. This interview requirement includes applicants requesting Civilian Sponsored or Deferred status as their first choice. However, applicants may interview with multiple programs and the requirement for the interview form will be met when Physician Education receives any interview form from any of the AF locations you interview.

1. Applicants must list every AD location in which the HPERB has authorized positions for that specialty. This is a requirement even if the applicant only desires civilian sponsorship or deferred training. The JSGMESB application will be returned if this requirement is not met.
2. Applicants applying for an HPERB approved Army or Navy Program (as a first location preference), will be required to interview with the respective Program Director from that service.

b. Program Directors/Consultants are not provided a list of applicants to their programs until **1 October**. Therefore, it is the applicant's responsibility to make initial contact with the appropriate Program Director (or Consultant when appropriate) to request an interview. It is highly recommended to schedule this interview as soon as possible. You must interview no later than **23 October 2013** to ensure that the Interview Sheet can be completed and forwarded by the Program Director/Consultant to Physician Education NLT **25 October 2013**.

c. Applicants are required to send a copy of their two-page DoD Application (in Section 3 "DPANE Form 4117") and CV to each AF Program Director/Consultant in the specialty for which he/she is applying. Providing the 2-page DoD application and CV is extremely important, even if applicants desire to train in a deferred/civilian location. Keep in mind; the Program Directors/Consultants are the JSGMESB members who will be selecting individuals for specialty training and location. **Note:** No additional documentation other than these two documents may be provided to (or requested by) Program Directors/Consultants. Do not send other

application documents to them, only the two required items. Program Directors/Consultants are aware of this JSGMESB restriction.

d. Contact information for the Program Directors/Consultants is available at:

<http://www.afms.af.mil/physicianeducationbranch/index.asp> Names will not be posted so please contact the number provided and request to speak with the Program Director, Program Coordinator or Consultant. If the applicant has made several attempts to contact the appropriate person and is having difficulty, please contact Physician Education for assistance.

### **Medical School Performance Evaluation (formerly known as Dean's Letter)**

The official Medical Student Performance Evaluation (MSPE) must be sent from the school directly to Physician Education. Medical School Deans nationally release the official MSPE no later than **1 November 2013** for all medical students. Applicants should ensure that a MSPE is sent to Physician Education for inclusion in the application. This document is extremely important to the JSGMESB application.

If you have previously applied to the JSGMESB, you will still be required to submit a copy of the Dean's Letter as a part of your application package. Members are encouraged to maintain a copy for their personal files for future use and future JSGMESB applications.

### **Official Copy of Medical School Transcript**

The official transcript must be sent from the school directly to Physician Education. Members are responsible for requesting a copy of their transcripts to include in their JSGMESB application package. If you have previously applied to the JSGMESB, you will still be required to submit a copy of the official final medical school transcript as a part of your application package. Members are encouraged to maintain a copy of the official final medical school transcript for their personal files for future use and future JSGMESB applications. It is the applicant's responsibility to make sure the MSPE and medical school transcript have been received by Physician Education no later than by **8 November 2013**.

### Section 3: JSGMESB Application Documents

Note: You must mail the JSGMESB application with all supporting documents as soon as possible but no later than the deadline of **13 September 2013**. The documents must be mailed as a single package as directed on page 2 of these instructions. Once this package is received, your Physician Education Program Manager can begin processing your application and email a GME checklist to you annotating receipt of your documents. You must complete all the required forms in this section.

1. Remember to print all application documents on one side only. Documents printed on front/back or handwritten will be returned. Do not staple documents.
2. Ensure your name is listed in the box at the top of the second page of the DoD Application for GME (DPANE Form 4117).
3. Please do not alter or delete sections of the CV. All sections are required, even if it does not apply to you. If a section, such as military spouse, does not apply, please enter N/A.

**DEPARTMENT OF DEFENSE APPLICATION FOR GRADUATE MEDICAL EDUCATION (DPANE Form 4117)**

THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974

1. AUTHORITY: 10 USC 3012.
2. PRINCIPAL PURPOSE(S): To compile information necessary to evaluate an application for military graduate medical education (GME) training.
3. ROUTINE USES: To evaluate application for professional training in military and civilian facilities (**Medical Corps officers only**).
4. MANDATORY OR VOLUNTARY DISCLOSURE: Disclosure of requested information is voluntary, however, without it, consideration for GME cannot be accomplished and GME may not be assured.

<b>1. NAME (Last, First, MI)</b>	<b>2. GRADE</b>	<b>3. Last Four of SSN</b>	<b>4. CURRENT SPECIALTY</b>	<b>5. SERVICE</b>
			MEDICAL STUDENT	<input checked="" type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Navy
<b>6. HOME ADDRESS (ZIP+4)</b>	<b>7a. HOME PHONE</b>	<b>8. MEDICAL SCHOOL ADDRESS</b>	<b>9. MED SCHOOL PHONE</b>	
	(include area code)		COMM:	
			DSN:	
	<b>7b. CELL PHONE</b>		Pager:	
			Fax:	

**10. EMAIL (Max 2):**

<b>11. CURRENT STATUS</b>	<b>12. SPECIALTY OR SUBSPECIALTY REQUESTED</b>
<input checked="" type="checkbox"/> MEDICAL STUDENT <input checked="" type="checkbox"/> HPSP <input type="checkbox"/> ROTC/Educational Delay <input type="checkbox"/> ACTIVE DUTY PGY1 (INTERN) <input type="checkbox"/> ACTIVE DUTY RESIDENT <input type="checkbox"/> ACTIVE DUTY FELLOW <input type="checkbox"/> ACTIVE DUTY FIELD/OPERATIONAL STAFF <input type="checkbox"/> DEFERRED/REDEF/FAP (Until _____ Month/Year) <input type="checkbox"/> OTHER (Specify)	Choice (ONLY one):
	<b>13. START DATE REQUESTED</b> <b>14. PROGRAM LENGTH</b> (                      ) YEAR (S)

**15. TRAINING**

<b>a. Undergraduate School</b>		GRADUATION YEAR
Major		
Approximate GPA	Honors	
<b>b. Medical School Name</b>		GRADUATION YEAR
Approximate GPA	Class Ranking _____ of _____ School Does Not Rank _____	
Academic Honors		

**16. LIST OF PGY1 ROTATIONS AND TIME SPENT IN EACH**

<i>NON-APPLICABLE FOR MEDICAL STUDENTS</i>			

**17. SPECIALTY BOARD CERTIFICATION N/A****18. MEDICAL LICENSING EXAMINATIONS**

	<b>Check One</b>	<b>Check One</b>
Step/Level 1	<input type="checkbox"/> Passed <input type="checkbox"/> Failed   Year taken _____ <input type="checkbox"/> Not Taken	NBME/USMLE <input type="checkbox"/> NBOME/COMLEX <input type="checkbox"/>
Step/Level 2	<input type="checkbox"/> Passed <input type="checkbox"/> Failed   Year taken _____ <input type="checkbox"/> Not Taken	

**19. ECFMG N/A**

DPANE FORM 4117 Validated Jun 2013



NAME (Last, First, MI)		
<b>20. POST-PGY1 EXPERIENCE</b>		
Duty Station	Duty Title	Dates (From – To)
<b>NON-APPLICABLE FOR MEDICAL STUDENTS</b>		
<b>21.</b> Participation in federally funded programs (check all that apply): X HPSP <input type="checkbox"/> ROTC/Educational delay <input type="checkbox"/> Military Academy		
<b>22.</b> I possess a current, valid and unrestricted medical license <b>N/A</b>		
<b>23. TRAINING PREFERENCES</b> Rank order your preferences by listing 1, 2, 3, etc. ( <b>Maximum of 6</b> preferences)		
<b>AIR FORCE</b> (Must rank all HPERB locations for your specialty)		<b>ARMY</b>
David Grant Medical Center, Travis AFB, CA	Eisenhower Army Medical Center, Fort Gordon, GA	
USAF Regional Hospital, Eglin AFB, FL	Madigan Army Medical Center, Tacoma, WA	
Erhling Bergquist Clinic, Offutt AFB/University of Nebraska, Omaha NE	Tripler Army Medical Center, Honolulu, HI	
Keesler Medical Center, Keesler AFB, MS		
Mike O'Callaghan Federal Hospital, Nellis AFB, NV		
NCC- The National Capital Consortium (Walter Reed National Military Medical Center), Bethesda, MD Includes NCC, Fort Belvoir Community Hospital and USUHS		
<u><b>SAUSHEC (Wilford Hall Ambulatory Surgical Center/San Antonio Military Medical Center)</b></u>	William Beaumont Army Medical Center, El Paso, TX	
Scott AFB/St. Louis School of Medicine (Belleville) Program, Belleville, IL	Womack Army Medical Center, Fort Bragg, NC	
Wright-Patterson Medical Center/Wright State Univ, Dayton, OH	Darnall Army Community Hospital, Fort Hood, TX	
USAFSAM (RAM – Wright Patterson AFB, OH / Hyperbaric - Lackland AFB, TX)	Martin Army Community Hospital, Fort Benning, GA	
Civilian Sponsored	Keller Army Community Hospital, West Point, NY	
Civilian Deferred/Redeferred (Non-funded)		
<b>NAVY</b>		<b>OTHER</b>
Naval Medical Center, Portsmouth, VA	Uniformed Services University of the Health Sciences (Non-Clinical)	
Naval Medical Center, San Diego, CA	Walter Reed Army Institute of Research	
Naval Hospital Bremerton, WA		
Naval Hospital, Camp Lejeune, NC		
Naval Hospital, Camp Pendleton, CA		
Naval Hospital, Jacksonville, FL		
Naval Hospital, Pensacola, FL		
Naval Aerospace Medical Institute, Pensacola, FL		
<b>24.</b> I understand that the GME training received is directed toward board certification. I am familiar with the training requirements for board certification in the specialty for which I have applied. It is understood that I must enter a program that is accredited and listed in good standing in the most current GME Directory published by the American Medical Association or if applicable (generally PGY1 level of GME) by the most current Yearbook and Directory published by the American Osteopathic Association. I understand that I must also meet the requirements to sit for the certification examination by the respective specialty board which is recognized by the American Board of Medical Specialties. For those subspecialties, which do not lead to board certification nor possess accreditation status, training must be received in a program approved by the appropriate specialty society. I understand that my service obligation following GME training will be computed in accordance with applicable Service Regulations and DoD Directives and that I will be made aware of my exact obligation prior to entering GME training. I acknowledge that I understand the contents of this application and I affirm that the information given in this application is true and complete to the best of my knowledge. I am aware that I must submit all supporting documents required by the military Service for which I am assigned for this application to be complete.		
<b>APPLICANT SIGNATURE :</b>		<b>DATE:</b>

Curriculum Vitae  
MM/DD/YYYY**PERSONAL DATA**Full Name:  
Corps: MSCGrade:  
Service: Air Force

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Current Home Address:Home Phone:  
Cell Phone:

Email (personal):

Medical School Address:

Birth Date:  
State of Birth:City of Birth:  
Country of Birth:

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Spouse: (Complete the following only if your spouse is active duty; otherwise indicate N/A)Full Name:  
Service:  
Duty Assignment:Corps:  
Other:**EDUCATION:**Undergraduate:  
Medical School:  
Other Postgraduate:Degree:  
School:  
Graduation Date:Degree:  
School:

Graduation Date:

Military Training Courses:

Other Military Courses

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**PRIOR MILITARY SERVICE** (Complete this section if you have had prior active duty military service, to include a staff physician assignment within another branch of service or prior service before attending medical school. List in chronological order starting with most recent service)

Type of Service:

Rank:

Corps (commissioned Service only):

Description of Service (describe the type of duties performed):

Dates of Service: TO

\_\_\_\_\_.\_\_\_\_\_.

Type of Service:

Rank:

Corps (commissioned Service only):

Description of Service (describe the type of duties performed):

Dates of Service: TO

\_\_\_\_\_.\_\_\_\_\_.

Type of Service:

Rank:

Corps (commissioned Service only):

Description of Service (describe the type of duties performed):

Dates of Service: TO

\_\_\_\_\_.\_\_\_\_\_.

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**WORK HISTORY/MILITARY ASSIGNMENT HISTORY** (Chronological order starting with current assignment):

Duty Title:

Duty Location:

Dates of Assignment: TO Present

\_\_\_\_\_.\_\_\_\_\_.

Duty Title:

Duty Location:

Dates of Assignment: TO

\_\_\_\_\_.\_\_\_\_\_.

Duty Title:

Duty Location:

Dates of Assignment: TO

\_\_\_\_\_.\_\_\_\_\_.

Duty Title:

Duty Location:

Dates of Assignment: TO

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Duty Title:

Duty Location:

Dates of Assignment: TO

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**HONORS AND RECOGNITION:**

Undergraduate:

Medical:

Military:

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**ACADEMIC APPOINTMENTS:**

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**PROFESSIONAL SOCIETIES:** (must indicate in what capacity completed; i.e. medical student, intern/resident, house staff officer or field staff officer)

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**PUBLICATIONS/RESEARCH:**

(must indicate in what capacity completed; i.e. medical student, intern/resident, house staff officer or field staff officer)

For publications, list all authors and use standard format as would be seen in a medical journal.

# Second Choice Form

This form is required by all applicants, whether or not an applicant has a second choice for specialty (Example: first specialty choice is Internal Medicine and second specialty choice is Family Medicine). If an applicant has only one choice for specialty but wishes to list more than one placement preference, list this information on the second page of the two-page DoD application (DPANE Form 4117).

(CHECK ONE)

1. \_\_\_\_\_ **I do** have a second choice for specialty/subspecialty training. (Complete items 2-5.)
- \_\_\_\_\_ **I do NOT** have a second choice for specialty/subspecialty training. (Do not complete sections 2-5. Sign/date at bottom)
2. If I am not selected for my first choice, I wish to be considered for the following as my **second** choice preference. I have ranked my preference for training location for my **second** choice below. (This is only applicable if I am **NOT** selected for my first choice).

## 3. **SECOND CHOICE TRAINING REQUESTED**

*Specialty* \_\_\_\_\_

Program Length \_\_\_\_\_ year(s)      Start Date \_\_\_\_\_

## 4. **TRAINING PREFERENCES:** (Please rank order preference desired, with "1" being your first choice).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> David Grant       | <input type="checkbox"/> Scott                        | <input type="checkbox"/> Army                |
| <input type="checkbox"/> Eglin             | <input type="checkbox"/> Wright Patterson             | <input type="checkbox"/> Navy                |
| <input type="checkbox"/> Ehrling Bergquist | <input type="checkbox"/> NCC (NCC, Ft Belvoir, USUHS) | <input type="checkbox"/> Deferred/Redeferred |
| <input type="checkbox"/> Keesler           | <input type="checkbox"/> USAFSAM                      | <input type="checkbox"/> Civilian Sponsored  |
| <input type="checkbox"/> Nellis            | (RAM/Hyperbaric only)                                 |  |
| <input type="checkbox"/> SAUSHEC           |   |  |

5. In the event that you are selected as an alternate for your first choice, your application will **NOT** proceed for review by your second choice unless you request. Please indicate below your preference regarding your second choice/alternate status.

- ☐ Keep me as an alternate for my first choice. I understand that if chosen as an alternate, my application will not be sent to my second choice for consideration.
- ☐ Do not keep me for an alternate position, send my application to my second choice for consideration.

NAME \_\_\_\_\_ RANK \_\_\_\_\_  
(LAST, FIRST, MI)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# 2013 Graduate Medical Education – Weight Statement

Must be completed by all HPSP applicants

**Must be completed between 1 July-6 September 2013  
and submitted with application package no later than  
13 September 2013 to Physician Education**

This information is NOT self-reporting. The statement must be signed and dated by ROTC unit personnel, AD medical facility staff, or health services personnel at your medical school OTHER THAN YOURSELF. Your application will NOT be completed without this certification.

PRINTED NAME OF APPLICANT:

SSAN:

HEIGHT (INCHES):

WEIGHT (POUNDS):

NAME:

TITLE, WORK PHONE:

SIGNATURE OF MEDICAL REPRESENTATIVE:

DATE: \_\_\_\_\_

\*Body fat percentage, if required (see website below), is: \_\_\_\_\_

<http://usmilitary.about.com/od/airforcejoin/a/afmaxweight.htm>

THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974

1. AUTHORITY: 10 USC 3012.
2. PRINCIPAL PURPOSE(S): To compile information necessary to evaluate an application for military graduate medical education (GME) training.
3. ROUTINE USES: To evaluate application for professional training in military and civilian facilities (**Medical Corps officers only**).
4. MANDATORY OR VOLUNTARY DISCLOSURE: Disclosure of requested information is voluntary, however, without it, consideration for GME cannot be accomplished and GME may not be assured.

## 2013 Graduate Medical Education - Statement of Understanding (HPSP)

NAME (PRINT) \_\_\_\_\_

- a) Individuals applying for active duty (AD) training in other than Air Force (AF) medical facilities will be considered for AF or other DoD training programs before being considered for civilian sponsorship. AF members cannot give final acceptance to a program offer until official written notification of final selection for that program is provided by the AF. AF members choosing civilian programs with rotations away from the primary teaching facility may be required to participate in these rotations at their own expense.
- b) I understand if I am selected for and subsequently enter a graduate medical education (GME) program under AF sponsorship, in either a military or civilian facility, I will incur an active duty service commitment (ADSC) for education and training. This ADSC is computed in accordance with AFI 36-2107, *Active Duty Service Commitments*, in effect at the time my training program will commence. I will receive written notification of my selection status and projected ADSC following completion of the Joint Services Graduate Medical Education Selection Board (JSGMESB). I further understand I have a personal responsibility to review and verify my ADSC in accordance with applicable AF Instructions.
- c) I understand and specifically acknowledge that I must possess a current, valid, unrestricted state medical license upon completion of my second postgraduate year (PGY2).
- d) In accordance with AFI 44-102, Section 1.9, I understand that I am prohibited from pursuing off-duty employment (i.e. moonlighting) while in training. AFPC Physician Education has the authority to remove me from training in the event off-duty employment occurs.
- e) If I am selected for training in civilian sponsored status, I will remain on AD under the command/control of AFIT. I am prohibited from receiving a salary, stipend, or other monetary awards, other than my AD entitlements.
- f) I understand, if I am selected by the JSGMESB, I will be required to work in a clinical capacity in the specialty to which I trained for at least two years after GME completion, unless the AF/SG waives this requirement due to the needs of the AF mission.
- g) I understand I am required to enter the civilian match for training (to include length of training) as approved by the JSGMESB.
- h) I must take, pass and obtain the results of Step/Level 1 and 2 of the USMLE/COMLEX prior to meeting the JSGMESB.
- i) I must apply for an internship (Internal Medicine, General Surgery or a Transitional year) or for a categorical residency program in an AD or deferred status.
- j) If I am selected in a categorical training program in an AF medical facility, I will not be required to apply for continued training in the same training program. I further understand that if I am selected for an AD program, I will withdraw from the National Residency Match Program.
- k) If I am selected for full deferral to complete a categorical residency program, I will be deferred for the minimum period necessary to complete eligibility for board certification. Additional deferment or change to another specialty will require an application to a future JSGMESB for consideration.
- l) If I am not selected for a full categorical program, I will be given one year of clinical post-graduate training only in Internal Medicine, General Surgery, or a Transitional year. If I do not apply for further training or am not selected for further training, I will be released to the AFPC Physician Utilization Branch for an assignment as a Flight Surgeon or General Medical Officer.
- m) I understand that I must take USMLE/COMLEX Step/Level 3 no later than **13 Mar 2015**.
- n) In the event I am selected for civilian deferred or sponsored training, I will only enter or accept training through the NRMP unless approved by the JSGMESB.
- o) I understand that once I have entered training as approved by the JSGMESB, I will be unable to change training locations or specialty training without AF approval. I will contact AFPC Physician Education in the event circumstances (personal or academic) changes occur.
- p) I understand all medical students must obtain their medical or osteopathic degree prior to being authorized to travel to residency training.
- q) I understand that I must contact AFPC Physician Education in the event I am placed on academic notice or probation prior to graduation from medical school or during my GME training or if my GME completion date changes from the JSGMESB approval date.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**2013 DoD APPLICATION EDUCATION SUMMARY – MEDICAL STUDENT**

NAME	GRADE	SSAN
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<p align="center"><b>UNDERGRADUATE</b></p> <p><input type="checkbox"/> USAFA Dates sponsored (MM/YR)</p> <p><input type="checkbox"/> AFROTC Dates sponsored (MM/YR)</p> <p><input type="checkbox"/> Civilian</p>	<p align="center"><b>MEDICAL SCHOOL</b></p> <p><input type="checkbox"/> USUHS Dates sponsored (MM/YR)</p> <p><input type="checkbox"/> HPSP Dates sponsored (MM/YR)</p> <p><input type="checkbox"/> Civilian</p> <p><input type="checkbox"/> AFROTC Educational Delay Dates MM/YR</p>
<b>Name of Undergraduate School</b>	<b>Name of Civilian Medical School</b>

**OFFICER'S TRAINING COURSE** (list attendance at COT, BOT, OTS, HPOIC, ROTC, USAFA or None)

Training	Training Location	Start/Stop Dates (MM/YR)

**ACTIVE DUTY TOURS**

Specialty completed or pending	Position Title	Active Base/Location	Dates (To/From) MONTH/YEAR
	MEDICAL STUDENT		
	MEDICAL STUDENT		
	MEDICAL STUDENT		
	MEDICAL STUDENT		

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# PGY1 ONLY FORM

If I am not selected for either my first or second categorical choice:

1. I do \_\_\_\_ wish to be considered for PGY1 training at an AD location. (Complete the following PGY1 AD location preferences below)

2. I do not \_\_\_\_ wish to be considered for PGY1 training at an AD location. (Sign/date bottom of page unless you are applying for a pre-select specialty such as Anesthesia, Ophthalmology or Radiology)

## PGY1 AD LOCATION PREFERENCES

Rank the below three PGY1 programs in the order of your preference (i.e. #1, #2, #3). **DO NOT RANK A PGY1 PROGRAM UNLESS YOU ARE INTERESTED IN TRAINING IN THAT PGY1 PROGRAM. Rank all training locations within each PGY1 program that you are interested in training (e.g. you only want to do a PGY1 in General Surgery so you rank it #1 but you will not rank Transitional or Internal Medicine. For General Surgery, you would then rank your location preferences (e.g. #1 SAUSHEC, #2 David Grant, #3 Keesler, #4 WP, #5 Nellis). You must select at least one program.**

\_\_\_\_ *TRANSITIONAL*

\_\_\_\_ *INTERNAL MEDICINE*

\_\_\_\_ *GENERAL SURGERY*

\_\_\_\_ David Grant

\_\_\_\_ Keesler

\_\_\_\_ David Grant

\_\_\_\_ SAUSHEC

\_\_\_\_ SAUSHEC

\_\_\_\_ Keesler

\_\_\_\_ Wright-Patterson

\_\_\_\_ Nellis

\_\_\_\_ SAUSHEC

\_\_\_\_ Wright-Patterson

3. I have applied for a specialty in an AD program that requires a PGY1 (Anesthesia, Ophthalmology or Radiology) and have ranked my PGY1 choices #1, #2 and #3 (#1 is first choice, #2 second choice and #3 third choice). You must rank all three. **The preliminary year will be at the same location as your specialty training.**

\_\_\_\_ *TRANSITIONAL*

\_\_\_\_ *INTERNAL MEDICINE*

\_\_\_\_ *GENERAL SURGERY*

4. APPLICANT COMMENTS/REMARKS: (If applicable)

\_\_\_\_ (LAST, FIRST, MI)      \_\_\_\_ (SSAN)      \_\_\_\_ (DATE)

SIGNATURE: \_\_\_\_\_

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**RACE/ETHNIC VOLUNTARY DISCLOSURE STATEMENT**

NAME \_\_\_\_\_

Indicate your sex and circle one choice in the race category as well as one choice in the ethnic category.  
This information is used for statistical analysis only.

GENDER: \_\_\_\_\_MALE \_\_\_\_\_FEMALE

Race, (Circle applicable code, or list other at the bottom of the list)	Code
ASIAN, BLACK/AFR AM, NAT HI/PACIFIC ISL, WHITE	1
ASIAN, BLACK/AFR AM, WHITE	2
ASIAN, NATIVE HI/PACIFIC ISL	3
ASIAN, NATI HI/PACIFIC ISL, WHITE	4
ASIAN, WHITE	5
BLACK, AFR AM, NAT HI/PACIFIC ISL	6
BLACK, AFR AM, NAT HI/PACIFIC ISL, WHITE	7
BLACK, AFR AM, WHITE	8
NAT HI/PACIFIC ISL, WHITE	9
AMERICAN INDIAN/ALASKA NATIVE	A
ASIAN	B
BLACK/AFRICAN AMERICAN	C
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	D
WHITE	E
DECLINED TO RESPOND	F
IDENTIFICATION PENDING	G
AMER INDIAN/AK NAT, ASIAN	H
AM INDIAN/AK NAT, ASIAN, BLACK/AFR AM	J
AM INDIAN/AK NAT, ASIAN, BLACK/NAT HI/PACIFIC ISL	K
AM IND/AK NAT, ASIAN, BLACK/ HI/PACIFIC ISL/WHITE	L
AM INDIAN/AK NAT, ASIAN, BLACK/AFR AM, WHITE	M
AM INDIAN/AK NAT, ASIAN, NAT HI/PACIFIC ISL	N
AM INDIAN/AK NAT, ASIAN, NAT HI/PACIFIC ISL, WHITE	P
AM INDIAN/AK NAT, ASIAN, WHITE	R
AM INDIAN.AK NAT/BLK/AFR AM/NAT HI/PACIFIC ISL	S
AM INDIAN/AK NAT, BLACK/AFR AM, WHITE	U
AM INDIAN/AK NAT, NAT HI/PACIFIC ISL	A
AM INDIAN/AK NAGT/NAT HI/PACIFIC ISL, WHITE	W
AMERICAN INDIAN/ALASKA NATIVE, WHITE	X
ASIAN, BLACK/AFRICAN AMERICAN	Y
ASIAN BLACK/AFR AM, NAT HI/PACIFIC ISL	Z
OTHER _____	

**PRIVACY ACT STATEMENT:** AUTHORITY: Title 10, U.S.C., Section 8013, Secretary of the Air Force. PURPOSE: to provide Department of Defense statistical analysis of the results of the GME selection board. ROUTINE USES: It will be used by HQ AFPC/DPANE for statistical analysis only. DISCLOSURE: Furnishing this information is voluntary; however, without it, accurate statistical analysis of the GME selection board cannot be accomplished.